

TAHOE REGIONAL PLANNING AGENCY
AQUATIC INVASIVE SPECIES PROGRAM
REQUEST FOR PROPOSALS (RFP)
Meeks Bay Restoration Bubble Curtain
RFP# 220002

Announcement: October 29, 2021

Project Description: **Tahoe Regional Planning Agency (TRPA)** is seeking proposals from a qualified contractor to purchase, install and maintain a Bubble Curtain at Meeks Bay at Lake Tahoe to prevent or restrict the passage of invasive aquatic plants and their fragments from entering the bay. The contractor would maintain the system for one year.

Evaluation: Proposals will be evaluated based on the contractor's ability to obtain equipment capable of meeting project needs, timing of project completion and cost. Proposals will also be evaluated based on the contractor's understanding of the project need and objectives.

Deadline: 5:00pm PST on November 11, 2021 – deadline for submission of RFPs
5:00pm PST on November 4, 2021 – for submission of questions to RFP coordinator

Questions: All questions should be submitted in writing to the RFP Coordinator:

Rebecca Cremeen
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street
Stateline, NV 89449
775-589-5214
rcremeen@trpa.gov

SECTION 1: GENERAL BACKGROUND AND SCHEDULE

Introduction:

Aquatic invasive species are a threat to Lake Tahoe. They negatively impact Lake Tahoe's famed clarity and water quality, recreation, native species and its five-billion-dollar recreation-based economy. Two such species, Eurasian watermilfoil and curly-leaf pondweed, have infested areas of the lake and associated waterbodies. Control projects are being implemented around Lake Tahoe to extirpate them. Fragments of these plants can spread and grow new plants. To prevent their spread, a bubble curtain has been installed by the Tahoe Keys Property Owners Association (TKPOA), with support funds from the League to Save Lake Tahoe (the League) in the West Channel of the Tahoe Keys Lagoons. It consists of a compressor and hose (along with ancillary equipment) that emits bubbles, forming a curtain of bubbles in the water. This curtain has shown the ability to slow or prevent plants and their fragments from passing beyond it. Additional equipment known as "Seabins" are secured along the bulkhead of the West Channel that complement the bubble curtain. These Seabins collect plant fragments that have been slowed and forced towards them by the bubble curtain. Maintenance staff inspect the Seabins regularly and empty the internal container of any accumulated plants and/or fragments.

The U.S. Forest Service Lake Tahoe Basin Management Unit (LTBMU) and the Tahoe Regional Planning Agency (TRPA) are seeking to install a similar system in Meeks Creek at Meeks Bay after completing a Eurasian watermilfoil removal project and prior to implementing a stream restoration project. The LTBMU is treating the lagoon at Meeks Bay for AIS with mats to control the growth and fragmentation of Eurasian watermilfoil. The mats will be removed fall 2021 and the lagoon will be susceptible to new infestations from Lake Tahoe. The system at Meeks Bay should be designed to prevent fragments from entering the lagoon.

Qualified entities will be able to obtain the necessary equipment to create an effective bubble curtain and fragment collection system. Qualified entities should also be able to install the system with certified professional divers that can install the system and ancillary equipment.

The project is funded by federal sources which carry specific requirements, included in this RFP. All equipment, supplies and materials purchased by the selected entity will be retained and owned by the project funders. TRPA will serve as the fiscal agent and manage the project contract.

Public Records:

The documents submitted in response to this RFP should be considered public information and subject to FOIA disclosure. Restrictions on any information submitted will render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

RFP Coordinator:

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: **"RFP INQUIRY – #220002 Meeks Bay Recreation Bubble Curtain."** Responses will be posted to the website [Request for Proposals|Tahoe Regional Planning Agency — TRPA](#) in accordance with the RFP schedule listed below.

The respondent should rely only on written statements issued by the RFP Coordinator:

Rebecca Cremeen
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street, Suite 3A
Stateline, NV 89449
775-589-5214
rcremeen@trpa.gov

Request for Proposal Schedule:

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	October 29, 2021
Proposing Firms' Questions Due:	November 4, 2021
Questions and Answers posted to trpa.gov	November 5, 2021
Deadline for Proposal Submissions:	November 11, 2021
Sealed Proposals Opened:	November 12, 2021
Selection of Consultants for Interviews (if necessary):	November 12, 2021
Consultant Interviews (if necessary):	November 15-17, 2021
Anticipated Award of Contract:	November 18, 2022
Commencement of Work:	December 1, 2022

Late proposal submissions will not be considered and will be returned unopened to the sender.

Proposal Submission:

Electronic submission of proposals via email, file transfer, or other method is preferred. RFP and cost proposal are submitted separately, and cost proposal is only opened for proposals that meet format requirements. Send electronic submissions to bids@trpa.gov with the subject line a s **"DO NOT OPEN – #220002 Meeks Bay Restoration Bubble Curtain RFP Response {lead firm name}"** and **"DO NOT OPEN – #220002 Meeks Bay Restoration Bubble Curtain RFP Cost Proposal {lead firm name}"**.

Mailed submissions will be accepted if submission is too large to transmit digitally. Please include hard copies and digital files on a thumb drive. Mailed submissions must be received by TRPA before the RFP deadline.

Address written proposals to:	Tahoe Regional Planning Agency
	Attention: Rebecca Cremeen
	Subject Line:
	"DO NOT OPEN – #220002 Meeks Bay Restoration Bubble Curtain RFP Response {lead firm name}" and
	"DO NOT OPEN – #220002 Meeks Bay Restoration Bubble Curtain RFP Cost Proposal {lead firm name}"
	128 Market Street, Suite 3A
	PO Box 5310
	Stateline, NV 89449-5310

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

Terms and Conditions:

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Consultant Services Agreement listed on [Request for Proposals|Tahoe Regional Planning Agency — TRPA](#). Any desired edits to this agreement should be included in the Contractor's proposal. Desired edits may not be accepted by TRPA.
- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.
- This contract will be funded by federal and state grant awards and is subject to federal and state grant award requirements including, but not limited to, cost principles and administrative regulations including but not limited to travel and per diem rates, mileage rates, and allowable cost requirements.

SECTION 2: SCOPE OF SERVICES

Project Description:

The selected entity will design a plant fragment control system, purchase all necessary components needed for the systems effective operation, and install all utilities and components that allow it to operate effectively. The system at Meeks Bay is desired to be installed and operational in the Fall of 2021. Proposals should address the following:

1. **Objectives.** – Implement systems that have the ability to restrict plant and fragment passage beyond the bubble curtain.
2. **Context of the Project.** – The Meeks Bay lagoon is located within the Meeks Creek stream channel. This lagoon was dredged in the 1960s for the Meeks Bay Marina which is no longer operating. The 2-acre lagoon is connected to Lake Tahoe through a dredged channel adjacent to beaches, campground, and a resort. The LTBMU is in the planning stages of implementing a stream restoration project that will involve restoring Meeks Creek to its natural hydrologic condition. Stream restoration activities are anticipated to be implemented no earlier than 2023. In 2019, the LTBMU began the AIS control project in the lagoon following removal of the marina infrastructure. The LTBMU will complete the control phase of the AIS project this fall (2021). Installation of in-water components should be done following removal of the mats and prior to the onset of winter and potential freezing conditions at the lagoon.
3. **Term of Engagement** – It is the intent of the Agency to contract for services expiring on June 30, 2022.
4. **Scope.** – The following Tasks shall be described in a proposal that demonstrates the contractors understanding of the project needs and objectives. The tasks include project design, purchasing installation, maintenance, and operation.

Task 1 Project Design – The selected entity will submit a complete project design plan for the installation and operation of the bubble curtain. The contractor shall develop a map that identifies locations where system components will be installed and a specification sheet of the necessary system components. Specifications include, but are not limited to, power rating, horsepower, and hose length. The contractor shall identify electrical needs and demonstrate how the system will be powered. The contractor shall also develop a project timeline.

- **Major Milestones:**

- Field visits to project area to verify system needs and specific locations
- Draft project design plan

- **Deliverable 1:**

- TRPA approved project design plan due seven (7) days after field visit

Task 2 Lagoon Preparation – The selected entity shall work with the LTBMU to install necessary utilities at the identified location of the air hose.

- **Major Milestones:**

- Obtain necessary permits, if applicable, for utility installation.

- **Deliverable 2:**

- Installation of utilities due on the date identified in the schedule included in the approved project design plan.

Task 3 Installation – The selected entity will install the compressor and air hose and all other components required for operation of the system. The system shall be connected to utilities necessary for operation and undergo a successful test of the system.

- **Major Milestones:**

- Test of the system that results in the creation of a functional curtain of bubbles. Fragments (or a proxy) will be used to demonstrate the effectiveness of the curtain.
- Adjustment of system to achieve desired results.

- **Deliverable 3:**

- Project partners confirm that the system is a functional and the system is put into use.

4. **Responsibilities** –The selected entity shall be responsible for identifying and obtaining any building permits needed from El Dorado County.
5. **Schedule** – Proposals should submit a project schedule that begins with field visits, dates for project milestones and deliverables, and systems completion and operational if possible.
6. **Budget** – All proposals should include in their budget a total cost to install a functional plant fragment control system. Costs for system components, labor, and supplies needed for installation shall be broken down separately with specific detail for each major component. See **Attachment A** for Invoicing Guidelines.
7. **Consultant Requirements** – The selected entity shall have the necessary skill, experience, and ability to achieve the objectives of the project. The selected entity shall be able to purchase, install and operate mechanical equipment and understand utilities. It is expected the selected entity will have certified professional divers as part of their team.

SECTION 3: Proposal Contents and Selection Process

Minimum Required Proposal Contents:

All proposal responses should address the following matters:

1. **Definition of the Project:** Indicate your understanding of the Project objectives and describe the steps that will be necessary to complete the project by if possible.
2. **Project approach:** Describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request.
3. **Team Organization:** Describe how the project team will be organized to facilitate effective management, implementation, and evaluation.

4. **Qualifications and Experience:** Provide a summary of company and project team qualifications and experience related to underwater diving, mechanical systems and aquatic invasive species.
5. **Schedule and Cost:** The initial term of this contract shall be for one (1) year, with an option to extend for one (1) additional year. Provide an itemized cost estimate based on the Tasks described in Scope of Work section. Cost estimates should include planning and design of project, purchasing of all necessary equipment and supplies, and installation. Please provide a “Not to Exceed” cap and a bid guarantee through Please use the Agency’s budget template to estimate your proposed project cost.
6. **References:** Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer. References should be submitted as an attachment to this response.

Notification and Selection Process:

The process for selecting the Applicant is as follows:

1. General proposal evaluation criteria will include content of the proposal, project approach and understanding, qualifications, references, cost, service availability, and timing.

Section	Evaluation Criteria
1. Definition of the Project	<ul style="list-style-type: none"> • Demonstrates exceptional knowledge of the overall goals and objectives
2. Project Approach	<ul style="list-style-type: none"> • Overall project approach including role, philosophy, and project process used by the firm. Overall strategy and deliverables.
3. Team Organization	<ul style="list-style-type: none"> • Project team and leadership. Planning activities, support tools, and reporting methodology.
4. Qualifications and Experience	<ul style="list-style-type: none"> • Depth of relevant experience, verifiable ability of proposed firm to meet Agency expectations.
5. Schedule & Cost	<ul style="list-style-type: none"> • Acceptability of proposed overall cost and specific cost formulation the Agency • Availability and accessibility of the firm during the duration of this project.
6. References	<ul style="list-style-type: none"> • Satisfactory responses from prior engagement references provided for proposed firm.
7. Content	<ul style="list-style-type: none"> • Satisfactory completion of all general RFP content and submission requirements

2. An initial screening of applicants will determine level of knowledge, experience, and qualifications. Only responses from qualified applicants will be evaluated further.

3. Qualified applicants may be invited to an interview.

4. Should the selected applicant and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified applicant. Should this process not result in the hiring of a consultant, the RFP may be reissued.

5. TRPA agrees to make a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP and submit DBEWE Certification as an attachment to this RFP.

TRPA will contract with the party that will best accomplish the project objectives for the best value and in the best interests of the Agency.

Attachment A: Invoice Guidelines for TRPA Contractors

Attachment A:

INVOICE GUIDELINES FOR TRPA CONTRACTORS

Please follow these guidelines in order to ensure that you are paid on time. TRPA will reject invoices if invoice requirements are not met

STANDARD INVOICE REQUIREMENTS

- All vendors must have an approved Purchase Order or Contract Number before beginning work.
- Vendors must have a current IRS Form W9 on file with TRPA. TRPA will automatically mail payments to the address listed on the W9 form
- Vendors must submit invoices as soon as possible, but no later than 30 days after the service month
- Invoice(s) must contain Vendor and TRPA information and Purchase Order or Contract Number
- Invoice(s) must contain an itemized description and actual cost for the goods and/or services provided as agreed upon in contract or purchase order. If invoice references payment to sub-consultant, a copy of the sub-consultant's invoice and payment information should be part of the invoice package

INVOICE DETAILS

- All charges must be itemized
 - Time and effort must be detailed by activity and date
 - All reimbursable direct costs must be previously negotiated in the contract and have corresponding backup as described in the "DIRECTIONS FOR PER DIEM COSTS" section
- Include the dates of work performed
- Indicate the balance left on the contract net of the current invoice expenses
- When applicable, the percentage of completion for each task
- Please clearly number all invoice backup so that it corresponds with the charge on the invoice.
Invoices with backup that is difficult to match to the invoice will be rejected.
- Receipt dates of services should agree to the invoice detail dates of service

SUBMISSION GUIDELINES

- Email or hard copy invoices are acceptable addressed to the person listed as the contact in Section V.5 of the contract.

ACH/DIRECT DEPOSIT

- All vendors have the option to sign up for direct deposit. Please email ap@trpa.gov to request the form.

DIRECTIONS FOR PER DIEM COSTS

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the lower 48

Continental United States (CONUS). Specific rates, highlights, and FAQs can be found at the GSA website Please see the following website to see the max allowable charge for hotels and meals:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Lodging: TRPA can only reimburse for a lodging at the per diem rate plus taxes. Contractors MUST provide receipts for all hotel and lodging costs:

- TRPA cannot reimburse contractors for the cost of a hotel room over the GSA approved rate (2 CFR 200.474; FAR 31.205-46)
- TRPA can reimburse for taxes on reimbursable lodging costs only. It cannot reimburse for resort fees or sundry expenses. Internet access expenses at hotel rooms are an allowable cost. (Federal Travel Regulation section 301-11.27)
- TRPA can reimburse for parking costs associated with hotels. These costs should be itemized on the hotel receipt.

Meals & Incidentals: TRPA can reimburse contractors for meals and incidentals at GSA approved rates. Taxes and tips are included in this amount. Contractors do not have to provide receipts for individual meals if claiming the per diem amounts. Travelers are entitled to full reimbursement of meals at the daily GSA approved rate, and reduced rates for the first and last day of travel.

Additionally, please note the following:

- When a meal is provided by TRPA, the Contractor should deduct this meal from the Per Diem rate for the day based on the GSA cost of the meal.
- Alcoholic beverages are never an allowable, reimbursable expense. (2CFR 200.423)

Airfare: TRPA can reimburse airfare costs that are the lowest priced airfare available to the contractor during normal business hours (FAR 31.205-46). Please provide documentation that effort was made to purchase airfare at a reasonable cost. This could include price comparisons for travel when selecting a flight. Once a reasonable flight is selected, please provide all receipts.

Transportation: TRPA can reimburse for vehicle miles traveled in a personal vehicle at the IRS mileage rate. If using public transportation, Uber, Taxis, or a rental vehicle is used, please charge for actual best rates and provide receipts. Parking expenses are allowable as long a receipt is provided

- Transportation must originate and end with the contractor's place of business rather than a residential address
- For reimbursement for vehicle miles traveled, the contractor must provide a google earth map showing the corresponding start and end location of the travel and miles charged.

When invoicing TRPA for any of the above reimbursable costs, please provide the backup in the order in which they are listed on the invoice with a corresponding identifier.

I have read and understand the invoicing guidelines for TRPA contractors

Signed: _____

Name & Title: _____

Date: _____